



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Department of Physics and Astronomy

College/Unit:

- | | | | | |
|-------------------------------|-------------------------------|-------------------------------|---|------------------------------|
| <input type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE | <input type="checkbox"/> COHS | <input checked="" type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure
 Post-Tenure Review
 Faculty Evaluation System (FES)

Contact:

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Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

Department of Physics and Astronomy

Tenure and Promotion Review Policy

The Department of Physics and Astronomy recognizes that a faculty member's obligations to the university fall within three broad categories: teaching, research, and service. A tenure and/or promotion review should show evidence that the faculty member is contributing in each of these areas, although a satisfactory performance may vary widely in extent and division of effort from one faculty member to the next. For full details of what is expected of tenured faculty, please refer to [Academic Policy Statement 900417](#) (Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty).

Due Dates and Deadlines

(The Office of the Provost shall post a specific calendar at the start of each academic year.)

- | | |
|------------------------------|--|
| 1 st Mon. in Oct. | Deans shall receive a list from the Office of the Provost of all faculty members who are eligible for either promotion and/or tenure. |
| 2 nd Mon. in Oct. | The respective chairs shall notify each faculty member who is eligible for consideration for promotion and/or tenure. Individual faculty members who are not notified may also choose to apply; these faculty members must meet the same standards of performance as those who are notified by their chairs and must notify their chairs and deans in writing of their intention to apply by the second Monday in October. |
| 1 st Mon. in Nov. | The DPTAC shall submit the name of the elected DPTAC chair to the department chair. |
| 2 nd Mon. in Jan. | Each individual faculty member who intends to be considered for promotion and/or tenure must submit a complete Faculty Review Portfolio to the chairperson of the DPTAC. |

Once the faculty member has submitted their Faculty Review Portfolio to the chairperson of the DPTAC, the decision towards tenure will progress as follows:

1. The DPTAC evaluates the portfolio and the DPTAC chairperson submits a DPTAC-approved summary recommendation including formative feedback with DPTAC vote to the department chair and candidate.

(Weeks 1-3 after 2nd Mon in Jan)

2. The department chair makes a recommendation and forwards each Faculty Review Portfolio with recommendation for or against promotion and/or tenure to the dean and sends a copy of the letter to the candidate.

(Week 4 after 2nd Mon in Jan)

3. The dean forwards each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the Provost, and shall send a copy of the recommendation letter to the candidate.

(Weeks 5 - 6 after 2nd Mon in Jan)

4. The Provost shall forward each Faculty Review Portfolio with a recommendation for or against promotion and/or tenure to the University President and shall send a copy of the recommendation letter to the applicant.

(Weeks 7 - 8 after 2nd Mon in Jan)

5. The University President shall send a recommendation to the Board for consideration at its spring meeting. The President shall officially notify the faculty member after the Board has acted on the recommendation.

For a faculty member to be considered for tenure and promotion to associate or full professor, the faculty member must prepare a Faculty Review Portfolio. The Faculty Review Portfolio may contain any information or materials that the individual deems pertinent for consideration. The department chair and college dean may, on behalf of the University, place in the portfolio file any additional information that may be pertinent to the faculty member's status.

The Faculty Review Portfolio should contain a complete, accurate and truthful record of accomplishments that is organized under the following headings:

- I. Curriculum vitae including at least:
 - A. Academic training
 - B. Summary of work experience
 - C. Scholarly and creative contributions (juried contributions must be listed separately)
 - D. Funded grants (external and institutional grants must be listed separately)
 - E. Honors, awards, and other special recognitions
- II. Activities reported in the annual dossiers used for *The Faculty Evaluation System for Tenured and Tenure-Track Faculty* that pertain to the period of review.
- III. Narratives that provide context to the activities reported in the annual FES documents and that describe accomplishments in teaching, scholarly and creative activities, and service.
- IV. Any further documentation that clarifies achievements in other areas or includes other material supporting promotion or tenure, such as examples of publications/creative works.

Portfolio Organization

Below is a general table of contents for the Faculty Review Portfolio. It is not meant to be all-inclusive, but rather to be used as a guide when organizing information.

I. Introduction

- A. Curriculum Vitae
- B. Cover Letter
- C. Future Work

II. Teaching

- A. IDEA scores
- B. Sample syllabi
- C. Letters of Support
- D. Sample Teaching Activities
- E. Summary of Student Supervision

III. Scholarly Endeavor

- A. Peer Reviewed Publications
- B. Non-peer Reviewed Publications
- C. Grant Proposals
- D. Research Presentations
- E. Invited Presentations
- F. Workshops Organized
- G. Other Scholarly Endeavors

IV. Professional Development and Service

- A. Professional Service
- B. Committee Service
- C. Program Development
- D. Evidence of Professional Development
- E. Workshops attended
- F. Outreach and Faculty-Community Collaborations

Recommendations for tenure and promotion to associate professor shall consider the categories of teaching, scholarly and/or creative accomplishments, and service, which are explained in more detail in *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* policy standards.

Meeting of the above criteria does not guarantee or confer an entitlement to tenure and/or promotion.

To be recommended for an award of tenure and promotion, an applicant must also document a sustained pattern of professional competence and effectiveness in each of the categories of performance listed above. In addition, the applicant shall have a clearly developed, ongoing strategy for sustaining professional development throughout the applicant's career.

- I. Sustained effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other possible measures may include
 - A. an exemplary record of academic advisement
 - B. supervision of student research
 - C. supervision of thesis/dissertation direction

- II. Sustained contribution to program support, such as
 - A. course and curriculum development
 - B. innovations in teaching methodology
 - C. electronic instruction development
 - D. participation in interdisciplinary academic programs

- III. Participation in professional development activities to update skills or to gain new expertise

- IV. Sustained pattern of peer-reviewed research/publications, creative activities, or scholarly work that contributes to the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions

- V. Sustained, documented service to the University, profession, or community, as appropriate for the discipline

- VI. Demonstrated effectiveness as a contributing member in accomplishing the goals of the department/college/University

Recommendations for promotion to full professor shall consider the categories of teaching, scholarly and/or creative accomplishments, and service, which are explained in more detail in *The Faculty Evaluation System of Tenured and Tenure-Track Faculty* policy standards.

Meeting of the above criteria does not guarantee or confer an entitlement for promotion.

To be recommended for an award of promotion, an applicant must also document a sustained pattern of professional competence and effectiveness in each of the categories of performance listed above. In addition, the applicant shall have a clearly developed, ongoing strategy for sustaining professional development throughout the applicant's career.

- I. Sustained, effective teaching and mentoring of students as documented by student evaluations and peer and chair review. Other measures may include
 - A. an exemplary record of academic advisement
 - B. supervision of student research
 - C. supervision of thesis/dissertation direction
- II. Leadership in program support, such as
 - A. course and curriculum development
 - B. innovations in teaching methodology
 - C. electronic instruction development
 - D. participation in interdisciplinary programs
 - E. mentoring of less-experienced faculty
- III. Participation in professional development activities to update skills or to gain new expertise
- IV. Leadership in peer-reviewed research/publication, grantsmanship, creative activities, or scholarly work that contributes to the applicant's discipline; evidence of growth in quality/significance of scholarly or creative contributions; sustained contribution to the intellectual culture of the University
- V. Sustained, documented leadership in service to the University, profession, or community, as appropriate for the discipline
- VI. Demonstrated leadership in accomplishing the goals of the department/college/University